

***Amended 2 May 2006**
HUMAN RESOURCES OFFICE
CALIFORNIA NATIONAL GUARD
9800 GOETHE ROAD
P.O. BOX 269101
SACRAMENTO, CA 95826-9101

ARMY TECHNICIAN VACANCY ANNOUNCEMENT #06-100C

Purchasing Agent (OA)
N0017/A
GS-1105-06/05
\$31,601 - \$41,080 pa
\$28,349 - \$36,856 pa

ANNOUNCEMENT DATE: 4 March 2006
***CLOSING DATE:** 6 June 2006

SELECTING OFFICIAL: Supervisory Contract Specialist

APPOINTMENT FEATURES: Competitive Service
Career/Career Conditional Status

POSITION LOCATION: USPFO, San Luis Obispo, CA

**RECRUITMENT / RELOCATION BONUS / ADVANCED IN HIRING RATE BASED ON
SUPERIOR QUALIFICATIONS MAY / MAY NOT BE AUTHORIZED.**

**CONCURRENT CONSIDERATION WILL BE GIVEN IN THE ANNOUNCEMENT OF
THIS POSITION AND VACANCY ANNOUNCEMENT #06-099. ONLY ONE OF THE
ANNOUNCED POSITIONS WILL BE FILLED. REFERRAL AND SELECTION WILL
BE IAW TPM, ANNEX A.**

**APPLICANTS NOT MEETING FULL QUALIFICATIONS FOR THE GS-06 POSITION
INDICATED BELOW, MAY BE CONSIDERED FOR THE GS-05 TRAINEE, IF
QUALIFIED. STATEMENT-OF-DIFFERENCE OF QUALIFICATION REQUIREMENTS
FOR EACH ARE INDICATED.**

This position is located in the Purchasing and Contracting Division, US Property and Fiscal Office (USPFO). Its purpose is to purchase goods and services, including technical items involving non-local sources of supply, request for local manufacture and contracting for nonroutine services.

1. AREA OF CONSIDERATION: Statewide. Applications will be accepted from current permanent technicians with Career or Career Conditional status within the California National Guard technician program.

2. CONDITION OF EMPLOYMENT: Completion of a favorable National Agency Check. Must participate in PD/EFT (Direct Deposit).

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3. **DUTIES:** Purchases a variety of goods and services in support of National Guard (NG) requirements; knowledgeable of and applies wide variety of acquisition laws, regulations, and policies to purchases; analyzes purchase requests to determine type of procurement action required; negotiates for services such as but, not limited to copier, computer, and aircraft maintenance agreements, routine equipment repair/maintenance and food service; contacts users to clarify requirements or to suggest substitutes; determines the need for and establishes Blanket Purchase Agreements; evaluates contractor progress towards meeting delivery and performance requirements; complies with socio-economic goals established by regulatory agencies; inputs information into an automated procurement system required for various acquisition reports.

4. **QUALIFICATION REQUIREMENTS:** Competitive qualification requirements for this position are from the Operating Manual OPM Qualifications Standards for General Schedule Positions:

- a. **GS-06** requires 1 year at least equivalent to next lower grade level (GS-05).
- b. **GS-05** requires 1 year at least equivalent to next lower grade level (GS-04) or four years of education above the high school level.

(1) **General Experience** is progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled. Specialized experience may be substituted for general experience.

(2) **Specialized Experience** is experience which is directly related to the position to be filled and which has equipped the candidate with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

c. Education may be substituted for experience as described in the OPM X-118 Handbook.

TO BE CREDITABLE, XEROX COPIES OF COLLEGE TRANSCRIPTS ARE REQUIRED

d. Must be able to type a minimum of 40 WPM. Typing speed must be indicated on application.

If selected as trainee, the appointee may be non-competitively promoted to GS-06 upon meeting full qualifications and recommendation of supervisor.

5. **KNOWLEDGE, SKILLS, AND ABILITIES:** The following knowledges, skills, and abilities will be used to determine the best qualified applicants from which selection will be made:

- a. Knowledge of commercial supply sources and of common business practices in respect to sales, prices, discounts, deliveries, stocks, and shipments.
- b. Knowledge of rules, regulations, laws and policies governing type of procurement transactions being dealt with.
- c. Skill in dealing with others in a work relationship.
- d. Knowledge and skill to apply guidance material by reading, interpreting and translating into specific actions.

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MALE SELECTEES BORN AFTER 31 DECEMBER 1959 WILL BE REQUIRED TO SIGN A PRE-APPOINTMENT CERTIFICATE STATEMENT FOR SELECTIVE SERVICE.

NOTE TO ALL APPLICANTS: A STANDING REGISTER WILL BE CREATED FROM THE LISTING OF QUALIFIED APPLICANTS FOR THIS/THESE POSITION(S). APPLICANTS MAY BE CONSIDERED FOR POSITIONS IN THE SPECIALTY AREA AT THE SPECIFIED LOCATIONS FOR UP TO 60 DAYS FROM THE CLOSE OF THIS VACANCY ANNOUNCEMENT.

INSTRUCTIONS FOR APPLYING: INDIVIDUALS MAY APPLY BY SUBMITTING AN OPTIONAL FORM (OF) 612, OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT; A STANDARD FORM (SF) 171, APPLICATION FOR FEDERAL EMPLOYMENT; A RESUME OR ANY OTHER WRITTEN FORMAT. IF YOUR APPLICATION OR RESUME DOES NOT INCLUDE ALL THE ITEMS REQUESTED ON THE OF-612 AND THIS VACANCY ANNOUNCEMENT, ALONG WITH A NARRATIVE DESCRIPTION OF HOW YOU MEET THE GENERAL AND SPECIALIZED EXPERIENCE REQUIREMENTS, YOU MAY LOSE CONSIDERATION FOR THE POSITION. IF YOU DESCRIBE MORE THAN ONE TYPE OF WORK (FOR EXAMPLE, CARPENTRY AND PAINTING, OR PERSONNEL AND BUDGET), WRITE THE APPROXIMATE PERCENTAGE OF TIME YOU SPENT DOING EACH. THE ABOVE FORMS ARE AVAILABLE AT THIS OFFICE AND ANY FEDERAL AGENCY.

SUBMIT APPLICATIONS TO: THE HUMAN RESOURCES OFFICE (HRO), P.O. BOX 269101, SACRAMENTO, CA 95826-9101 (OR FOR EXPRESS MAIL: 9800 GOETHE ROAD, SACRAMENTO, CA 95826-9101). *ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY CLOSE OF BUSINESS ON THE CLOSING DATE INDICATED ABOVE.* VETERANS PREFERENCE DOES NOT APPLY.

ALL APPLICATIONS MUST BE SIGNED & DATED

THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, TRAINING CERTIFICATES, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

FEDERAL LAW PROHIBITS THE USE OF GOVERNMENT ENVELOPES, POSTAGE, OR FACSIMILE (FAX) FOR SUBMISSION OF APPLICATIONS.

PERMANENT CHANGE OF STATION (PCS) EXPENSES MAY NOT BE AUTHORIZED FOR THIS POSITION. AUTHORIZATION FOR PAYMENT OF PCS EXPENSES WILL BE GRANTED ONLY AFTER DETERMINATION IS MADE THAT PAYMENT IS IN THE BEST INTEREST OF THE CALIFORNIA NATIONAL GUARD.

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER